City of Bainbridge Island
Request for Proposals
2017-2018 Human Services Funding

The Human Services Element recognizes the City's role in providing the conditions that sustain the delivery of human services, a role the City assumed with Ordinance 93-44. The City of Bainbridge Island is seeking proposals for projects to receive funding for services and activities over a two year grant term beginning January 2017.

As identified in the Human Services Element of the City's Comprehensive Plan (2004), the following definition and framework is applied to the 2017 – 2018 Human Services Funding:

Definition
Human services are defined as those services which assist people in meeting the essential life needs of food, clothing, shelter and access to health care.

Further, human services:
- Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.
- Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
- Support quality of life programs that enhance the health and well-being of the individual and the community.
- These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.

Framework Statement
Bainbridge Island will function as a caring community that strives to maintain the well-being of all its members, a community where all members feel connected to the community, and where each individual has opportunities to contribute to the community.

Framework Values
- Dignity is the hallmark of human services delivery on Bainbridge Island.
- Respect for the individual is an integral part of human services delivery on Bainbridge Island.
- Neighborliness and a sense of community form the foundation of human services.
- Diversity within the population is important to the community.
- Cooperation and coordination among human services providers, including governmental entities, strengthens the human services delivery system and results in better service for people.

For 2017, there is approximately $660,000 in funds available for distribution to support selected projects over a two-year term ($330,000/year). The City Council will consider funding for a wide range of activities, and seeks to encourage projects of all sizes that meet the needs of citizens of Bainbridge Island.

Applicants may seek a minimum annual award of $10,000 and a maximum annual award of $165,000 (to reflect 50% of total available funds).

Once approved for funding, successful applicants will be required to enter into a contract with the City to provide the services or products outlined in their proposals. Payment by the City will be made only when documentation of delivery of contracted services or products is provided to the City. The City may not provide payment in advance of delivery of goods or services.

All project activities must be identified in promotional and other business materials as having been partially or solely funded by the City of Bainbridge Island.

General Guidelines
- Materials submitted in response to this RFP become the property of the City upon receipt.
- This RFP does not, under any circumstances, commit the City to pay any costs incurred by any applicant in the submission of a proposal. The applicant is responsible for all costs associated with its response to this RFP.
- The City reserves the right to request additional information as needed for evaluation of proposals.
- The City reserves the right to revise the RFP schedule, to revise the RFP and/or to issue amendments to the RFP. The release of the RFP does not compel the City to enter into any contract pursuant to the RFP.
- The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

Project and Applicant Eligibility

- Applicants seeking funding must be registered as a federally sanctioned nonprofit under 26 U.S.C. Sec. 501(c)(3). Individual persons are not eligible.
- Requests may be made for specific program support (including applicable administrative costs), for support for capital projects or purchases, or for general operating support.
- Requests must be limited to services/programs/projects that serve Bainbridge Island residents for the provision of health, housing and/or human services on Bainbridge Island.
- All organizations receiving funds will be asked to provide documentation that funded services have been delivered.
- Proposals must comply with federal, state and City laws and requirements.
- The Service Provider agrees not to discriminate against any employee, applicant for employment, client, or any other person in the performance of any Agreement with the City because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by

federal, state or local law or ordinance, except for a bona fide occupational qualification.

- Proposals are to be for services provided during calendar year 2017 and 2018; funding requests for goods or services to be provided in 2016 or beyond calendar year 2018 will not be considered.
- Proposals from organizations with a board or staff member serving on the 2017 Human Services Funding Advisory Committee are not eligible for funding and will not be considered.

Application Requirements

- The City will only accept proposals in electronic format. Submit the proposal, including attached Cover Sheet, via email to: cityadmin@bainbridgewa.gov
- Proposals are due **no later than 4 pm, Friday, October 28**. Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- Each proposal must **ADDRESS AND REFERENCE** the questions listed on the attached HSF 2017 Proposal Form **IN THE ORDER IN WHICH THEY APPEAR**.
- Proposal materials must be presented in minimum 11-point font.
- If the proposal includes multiple documents/files, each file must be clearly identified in the heading and must include Applicant Organization Name, Project Title and Document/File name.
- Each selected Service Provider will be required to submit an interim report by January 31, 2018 and a final report on the full two-year grant activities by January 31, 2019**.** Interim and final reports should include a budget to actual report on funds expended in Year One and at the completion of the grant term. Specific reporting requirements will be identified in the agreement between the applicant and the City.

Review Process

2017 Human Services Funding Advisory Committee (HSFAC)
(Appointed by City Council on 8/9/2016)

Michael Scott, City Council member, Chair
Susan Buckles
Kathleen Cronin
Asaph Glosser
Ariel Shultz
Jackie Siler
Stephen Walker
Kaycie Wood

Proposals will be provided to the City's Human Services Funding Advisory Committee (HSFAC) for review and comment. Applicants will have an opportunity to meet with the HSFAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this HSFAC briefing is not mandatory, but is strongly encouraged. The format for this briefing will be determined by the committee. Applicants will be notified in advance of any particulars related to presentation materials, format, and time allowed.

All meetings of the HSFAC will be open to the public, and advance notification of HSFAC meetings will be provided by the City Clerk.

The HSFAC will provide its recommendation for 2017 awards to the City Council for consideration and final approval. The City Council's consideration of the HSFAC's recommendation for 2017-18 funding is currently scheduled for December, 2016.

Review Criteria
The HSFAC will consider the proposals using the guidelines shown in the following table. These guidelines are intended to help the committee members focus on the various criteria as they evaluate each proposal, so that they may fully understand each application and identify any outstanding questions they may have. Other relevant factors, such as availability of funds and compatibility with the community values of the City of Bainbridge Island, will also guide the committee's work to develop a funding recommendation.

This table generally follows the order of the sections of the application:

Area	Indicator	Emphasis
Completeness of Application	Application is: • Complete • Includes all appropriate attachments • Answers all relevant questions	**5**
Statement of Purpose	Statement of Purpose should substantiate the need in our community via most recent demographic and usage data: • Well-defined statement of purpose • Need is clear and compelling • Good reference data cited	**25**
Proposal Summary	Proposal Summary should clearly demonstrate how proposed funding at the specified program level (for program support request) or organizational-level (for general operating request) will provide for and improve the delivery of programs and direct services. In this it should: • Balance aspects of prevention and maintenance and crisis intervention. • Teach skills for long-term benefit. • Address specific obstacles to health, self-sufficiency. • Demonstrate cooperation/collaboration with other agencies to ensure safety-net and avoid duplication. • Consider numbers to be served and numbers potentially impacted by the service. • Consider the vulnerability of those served. Program should be aligned with the goals of the Human Services Element: • Provide people with the tools to achieve economic, social and emotional stability to the best of their ability. • Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes. • Support quality of life programs that enhance the health and well-being of the individual and the community. • These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances. Program should result in an improvement in the range and quality of health, housing, and/or human services	**25**

Area	Indicator	Emphasis
Organizational Strength	Proposal should convey the organization's ability to implement the program and services proposed, Including: • Agency's history of effective service delivery to the community (including quantifiable outcomes, where available) • Appropriately filed IRS Form 990s and other financials as requested in the RFP • Appropriate amount of qualified staff and/or appropriate amount of qualified volunteers to lead, implement, and evaluate proposed activities	**15**
Budget	Proposed budget should provide evidence of a beneficial public investment and efficient use of City resources • Budget information should be complete and accurate • Budget estimates should be reasonable and aligned to support proposal activities and objectives Additional sources of funding for proposed program and services should be identified, where applicable	**10**
Estimated Outputs, Outcomes & Assessment	Proposal should include outputs (# served or benefitting from proposed activities) and outcomes resulting in longer-term impact in the community: • Depth and breadth of impact clear • Goals for service are achievable • Performance measurements and other means of assessment are clear • Evaluation plan articulates capacity/resources to assess impact and outputs	**15**
Evaluation	Proposal should briefly describe how the organization is continually learning from and improving its services	**5**
TOTAL		**100**

CITY OF BAINBRIDGE ISLAND
2017 – 2018 HUMAN SERVICES FUNDING PROGRAM PROPOSAL

COVER LETTER

1. Organization Name: _____

2. Contact Person: _____ Phone: _____

3. Email Address: _____

4. Physical Address: _____

5. Mailing Address: _____

6. Are you a 501(c)(3) nonprofit? ☐ Yes ☐No

7. Organization EIN: _____

8. Request for 2017-2018 (two-year term):

   A. Amount of City Funding Requested: 2017: $_____ 2018:$_____

   B. Organization budget $_____ for fiscal year ended: _____

   C. Type: ☐ Program Support ☐ General Operating Support (not specific to any one program or targeted service) ☐Capital (appreciable asset)

   D. For Program Support Requests, name of Program:_____

   E. Brief Description of Request:_____To support……_____

   _____

   _____

   _____

   _____

9. Please attach each of the items below as separate PDF documents:
   ☐ This funding application (cover page, proposal, and program budget for program support requests)
   ☐ Current Board of Directors names, addresses, phone & email information
   ☐ Organization Financial Statements (Balance Sheet & Income Statement)- most recent
   ☐ 2016 Budget & 2017 Draft Budget

10. Please include <u>one copy</u> of:
    ☐ Most Recently Filed Form 990

11. For capital requests, please provide a detailed capital budget, in addition to relevant renderings, cost estimates, timeline, etc.

12. Authorized Signature: _____ Date: _____

13. Print Name_____

NARRATIVE INFORMATION

- Please answer the following sections separately and number each answer.
- Answers should be specific to services/projects to be funded by City funds.
- For applicants requesting capital support, please address detail information where specified in the questions below.
- For general operating support requests, please address the following questions at the organization-level (rather than program specific).

I.   STATEMENT OF PURPOSE

Describe the community needs that the proposed program seeks to address, and the projected short- and long-term impacts. Please document and cite relevant and up-to-date City documents, demographic or research sources, etc. For *general operating support* requests, describe the organization's mission and projected short- and long-term impacts.

II.   PROGRAM SUMMARY

1. What services will these funds provide? (For *capital requests*, please detail the services enabled by the capital purchase)
2. Who will be the recipients of the services provided by these funds?
3. How will recipients access those services?
4. What percentage of the population of Bainbridge Island residents *who are eligible for these services* will be served by this program?
5. How many (or what percentage) of those served overall will be Bainbridge Island residents?
6. Describe how this request fits within the definition of Human Services as provided in the Human Services Element of the City's Comprehensive Plan:
   - Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.
   - Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
   - Support quality of life programs that enhance the health and well-being of the individual and the community.
   - These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.
7. Describe how this funding will foster improvement in the range and quality of health, housing and/or human services on Bainbridge Island.

III.   ORGANIZATIONAL STRENGTH

Describe your organization's ability and qualifications to deliver the services you are requesting be funded, and the resources you will dedicate to evaluate the funded activities progress and outcomes to determine success and learnings. Include efforts to coordinate these services with other agencies. May include past service record, staff qualifications, etc. For *capital requests*, please include relevant qualifications of key stakeholders (architects, developers, etc.).

IV.   PROGRAM BUDGET

For Program Support requests, please complete the following Budget Summary (Suggested format is provided below). For general operating support or capital requests, only an organizational budget is required (per IV.1. below).

AREA	Applicant Program Budget Allocation Year 1	YEAR 1 COBI HSF REQUEST Year 1	Total Year 1	Applicant Program Budget Allocation Year 2	Year 2 COBI HSF REQUEST Year 2	Total Year 2	OTHER SOURCES
Human Resources (Staff Salaries, Benefits, Consultant Services)							
Space / Facilities							
Equipment Purchase							
Travel / Training							
Insurance							
Operating Expenses							
Scholarships / Stipends							
Other							
Indirect Administrative Costs							
TOTAL							

1. What is the total of your agency's estimated budget for 2017?
2. What portion of your total agency budget does this request represent?
3. How have the services you are requesting been funded for in the past?
4. What other sources of funding are you seeking (or have you secured) to support this proposed program or services?

5. What are the consequences to your clientele, organization and/or the community if you do not receive these funds?

V. ESTIMATED OUTPUTS, OUTCOMES & ASSESSMENT

Please complete the following chart. Please include:
- Program name;
- Outputs (defined as number served or amounts, quantitative in nature); and
- Outcomes (how you will gauge success and demonstrate project impact in terms of meeting priorities and needs) should be based on measurable data sets or other objective means of assessment rather than subjective and anecdotal information. Please also include how you track these outcomes.

OUTPUTS AND OUTCOMES CHART		
Program Activities or Services	Annual Goal: Unduplicated Bainbridge Residents Served (Outputs)	Outcome of Receiving this Program/Service (Outcomes)
SAMPLE: Counseling	Year 1: 100 Students Year 2: 150 students	Year 1: 60 out of 100 students or 60% will show improved academic performance as demonstrated by comparing first and final quarter GPA at the end of the academic year. Year 2: 130 out of 150 students will have increased GPA by at least 20% from first quarter.

VI. PROGRAM EVALUATION PLAN

Through what process, if any, and how often does your organization evaluate the effectiveness of its programming? Please describe.